

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
18 December 2018 7:00 PM Room 508

Mission: Bayside is a covenant community of Christ's people seeking to know and do the will of God.

Vision: Changing lives by growing Christian disciples and living God's Word.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION

Elder Bonita Gilchrist

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: None

SACRAMENT OF COMMUNION

All are invited!

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting and the agenda for today's Stated Meeting.

STATISTICS

Attendance: Current Plus Previous Three – November

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Services	Total All Sundays	Weekly Average
2015	158/40	300/75	403/101	226	1087*	217
2016	93/31	205/68	306/102	190	794	199
2017	85/28	210/70	286/95	167	748	187
2018	66/22	201/67	342/114	188	797	199

*5 Sundays

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: Delores Miller 11/1/18
Virginia Raines 10/18/18

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.
Upcoming opportunities?

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosure 1) & Treasurer's Report (enclosure 2)

Motion needed.

COMMUNICATIONS: (Members, PCUSA, PEVA, Other):

None

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosure 3) Clerk
Building Use Policy Update – (enclosure 4)

NEW BUSINESS

1. Election of 2020 Nominating Committee
2. Elder Retreat - (enclosure 5)
3. The Next Presbytery Meeting is SAT. JAN. 26, 2019 at 10:00 AM at Hilton Presbyterian Church (34 Main Street, Newport News, VA). Motion needed to elect delegate.
4. Clerk of Session nomination and motion
5. Treasurer nomination and motion
6. 2019 Housing Allowances for Ordained Staff
7. Budget review and motion – (enclosure 6 & 7)

STAFF REPORTS

Director of Music Ministries
Director of Youth and Family Outreach
Associate Pastor
Pastor / Head of Staff

Chi-Yi Chen Wolbrink
Ms. Lacy Schimmel
Rev. Emma Ouellette
Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday, January 15, 2019 7pm TBD – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of November 30, 2018

Friday, December 14, 2018

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Account # Account Name YTD Balance

1100.0500.0000	BB&T Money Market	139,554.86
1100.1000.0000	General Fund - Petty Cash	100.09
1100.1500.0000	Preschool Petty Cash	200.00
1100.2000.0000	Towne Bank Checking	67,031.85
1100.2100.0000	Towne Bank Money Market	241,444.15

Cash Assets \$448,330.95

1100.2453.0000	Session Loan (4)	4,971.75
1100.2525.0000	Xenith Bank 5110762150(11/21/2018)1.19%	53,481.06
1100.2527.0000	Xenith Bank 1024 (4/12/2019)1.24%	60,225.57
1100.2528.0000	Xenith Bank 5110754383(5/15/2019)1.24%	31,029.34
1100.2529.0000	Xenith Bank 5110771861(4/30/2019)1.24%	49,339.02
1100.2621.0000	Xenith Bank 4437(4/26/2019)1.54%	30,312.65
1100.2766.0000	Towne632084227(1/15/2020)1.49%	63,815.56
1100.2767.0000	Towne632077972(1/20/2020)1.49%	56,484.08

Investment Assets \$349,659.03

1100.4100.0000	Endowment MM TowneBank	5,391.84
1100.4500.0000	TD Ameritrade	478,681.53

Endowment Assets \$484,073.37

\$1,282,063.35

Fund Balance

3100.0000.0000	General Fund	277,443.19
3100.7000.0000	Assoc Pastor Cont Educ Fund	731.30
3200.0000.0000	Non-Budget Fund	1,742.86
3200.0200.0000	Minister's Special Benevolence	3,506.98
3200.0400.0000	Louise Robinson Benevolence Fund Balance	6,500.00
3200.4430.0000	Wedding Fund	85.65
3200.5000.0000	Food Pantry Fund	10,478.45
3300.0000.0000	Preschool Fund	112,139.58
3400.0000.0000	Educational Fund	5,560.76
3400.1000.1000	Library Fund	407.15
3400.1100.0000	Youth Ministries Fund	2,049.04
3400.1110.0000	Youth Mission Trips	15,876.47
3400.1120.0000	Adult Mission Trip Fund	3,445.25
3500.0000.0000	Property Fund	123,147.11
3500.0210.0000	Transportation Fund Balance	27,167.73
3500.0300.0000	Operations Reserve Fund Balance	45,778.77
3500.0700.0000	Columbarium Fund	46,831.16
3600.0000.0000	Music Fund	17,056.86
3600.0100.0000	Organ Fund	35,317.62
3600.1000.1000	Handbell	1,686.87
3700.0500.0000	Session Operating Fund	2,551.74
3800.0000.0000	Scholarship Fund	1,889.70
3800.1005.0000	William & Rhonda Bertholf Education Fund Balance	12,906.17
3800.2000.0000	Minister Loan Fund	30,027.39
3800.4000.0000	Missions Fund	9,735.62
3800.5000.0000	Earnings Fund	3,926.56

General & Special Funds \$797,989.98

3900.0000.0000	Endowment Fund	373,849.14
3900.3100.0000	Edna E Etheridge Fund Fund	104,942.42

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of November 30, 2018

Friday, December 14, 2018

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Account #	Account Name	YTD Balance
3900.9000.0000	Qtrly Endow Earnings Fund	5,281.81
	Endowment Funds	\$484,073.37
	Total Fund Balance	\$1,282,063.35
	Total Liabilities and Fund Balance	<u>\$1,282,063.35</u>

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of November 2018 for General Fund

Friday, December 14, 2018 6:46 PM

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
Income					
4100.0000.0000	Pledge Offering	57,068.00	479,621.32	97	540,058.00
4100.0100.0000	Non-pledged Offering	20,114.00	101,511.95*	111	100,000.00
4100.0200.0000	Visitor Offering	71.00	3,014.00*	219	1,500.00
4100.0300.0000	Loose Cash Offering	757.10	8,209.07*	112	8,000.00
4100.0400.0000	Church School Offering	0.00	10.00	11	100.00
4100.0500.0000	Envelope Offering	0.00	362.00*	132	300.00
	Regular Offerings	\$78,010.10	\$592,728.34	99	\$649,958.00
4100.1000.0000	Interest/Investment Inc.	0.00	0.00	0	7,760.00
	Net Investment Income	\$0.00	\$0.00	0	\$7,760.00
4100.1100.0000	Overhead Donation	795.00	8,745.00	100	9,540.00
4100.2100.0000	Soft Drinks/Coffee Inc.	5.60	283.05	0	0.00
4100.2200.0000	Tenant Donations	395.00	7,815.00	95	9,000.00
	Other Income	\$1,195.60	\$16,843.05	99	\$18,540.00
4100.1101.0000	Preschool DoMM Donation	288.00	1,880.00	85	2,400.00
4100.8888.8888	Restricted Fund Budget Supplement	0.00	0.00	0	5,137.00
4100.9999.9999	G/F ROLLOVER	0.00	0.00	0	60,000.00
	Total Income	\$79,493.70	\$611,451.39	90	\$743,795.00
Expense					
5100.1000.0000	Salary - Minister	8,360.51	91,965.61	100	100,326.00
5100.1005.0000	Salary - Associate Pastor	4,715.43	51,869.73	100	56,818.00
5100.1010.0000	Salary - Director of Music	4,234.16	46,479.76	100	50,810.00
5100.1011.0000	Salary - Praise Team Music	793.83	11,212.82	69	17,861.00
5100.1015.0000	Salary - Dir Educ Min	3,333.33	13,662.19	33	45,000.00
5100.1020.0000	Salary - Church Secretary	2,473.60	29,064.80	99	32,143.00
5100.1022.0000	Salary - PT Bookkeeper	50.00	862.50	82	1,150.00
5100.1030.0000	Salary - Nursery	729.00	8,232.65	94	9,580.00
5100.1031.0000	Salary - Bldg/Grnds Super	2,989.36	32,882.96*	100	35,872.00
5100.1032.0000	Custodian A	1,076.59	9,621.69	82	12,789.00
5100.1035.0000	Employer Social Security	1,082.12	10,072.97	80	13,811.00
	Salary Expense	\$29,837.93	\$305,927.68	89	\$376,160.00
5100.0100.0000	Office Supplies	143.91	2,508.96	68	4,000.00
5100.0105.0000	Postage Exp. 2	200.00	1,909.00*	104	2,000.00
5100.0110.0000	Postage Meter Lease	0.00	447.28	97	500.00
5100.0115.0000	Copier Lease/Maintenance	685.99	8,302.29	79	11,500.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of November 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.0120.0000	Internet Expense	231.30	3,461.81*	151	2,500.00
5100.0126.0000	Office Equipment Repair	0.00	292.43	32	1,000.00
5100.0130.0000	Telephone Service	239.85	2,684.58*	101	2,900.00
5100.0155.0000	Phone Message System	85.00	935.00	100	1,020.00
5100.0157.0000	Staff Appreciation	0.00	0.00	0	300.00
5100.0160.0000	Worker's Comp Insurance	0.00	2,816.70*	153	2,000.00
5100.0165.0000	Property & Liability Ins	0.00	500.00	6	9,750.00
5100.0175.0000	Computer Equip/Software	0.00	4,398.86	96	5,000.00
	Office Administration	\$1,586.05	\$28,256.91	73	\$42,470.00
5100.1040.0000	Benefits - Minister	2,886.20	31,748.20*	100	34,634.00
5100.1045.0000	Benefits - Assoc Pastor	1,620.72	18,790.84*	105	19,529.00
5100.1050.0000	Benefits - Director of Music	388.24	4,340.64*	102	4,659.00
5100.1051.0000	Medical Insurance Opt-Out- DoMM	333.34	3,666.74*	100	4,000.00
5100.1055.0000	Benefits - Dir of Educ Min	1,403.45	3,504.80	34	11,182.00
5100.1061.1000	Benefits - Church Secretary	840.84	9,319.24*	101	10,090.00
5100.1064.0000	Benefits - Bldg/Grnds Supe	1,349.20	15,081.20*	106	15,471.00
	Benefits Expense	\$8,821.99	\$86,451.66	95	\$99,565.00
5100.1065.0000	Prof. Exp. - Minister	218.98	3,170.38	87	4,000.00
5100.1066.0000	Cont Ed - Minister	0.00	1,900.56	83	2,500.00
5100.1070.0000	Prof. Exp. -Assoc Pastor	353.98	1,106.44	40	3,000.00
5100.1071.0000	Cont Ed - Assoc Pastor	0.00	0.00	0	1,500.00
5100.1075.0000	Prof. Exp. - Dir. Music	23.46	1,078.30	50	2,350.00
5100.1080.0000	Prof Exp - Dir of Educ Min	0.00	85.00	4	2,350.00
5100.1085.0000	Prof.Exp - Administrator	0.00	130.02	31	450.00
	Professional Expense	\$596.42	\$7,470.70	50	\$16,150.00
	Total Administrative Expense	\$40,842.39	\$428,106.95	87	\$534,345.00
5100.2001.0000	Beach Health Clinic	100.00	400.00*	110	400.00
5100.2005.0000	Dwelling Place	0.00	0.00		
5100.2009.0000	Samaritan House	600.00	2,400.00*	109	2,400.00
5100.2010.0000	Good News Jail & Prison Minist	125.00	500.00*	108	500.00
5100.2013.0000	St. Columba Ministries	2,600.00	10,400.00*	109	10,400.00
5100.2021.0000	Judeo-Christian Outreach Cente	700.00	2,800.00*	109	2,800.00
5100.2027.0000	Seton Youth Shelter	125.00	500.00*	108	500.00
5100.2029.0000	Volunters of America	0.00	0.00		
5100.2030.0000	Human Kind	400.00	1,600.00*	109	1,600.00

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.2033.0000	Winter Shelter Program	0.00	0.00	0	400.00
5100.2038.0000	Faith Works Coalition	600.00	2,400.00*	109	2,400.00
5100.2039.0000	Virginia Supportive Housing/Crescent Square	700.00	2,800.00*	109	2,800.00
5100.2041.0000	Project Activity	0.00	285.82	39	800.00
	Community Service Expense	\$5,950.00	\$24,085.82	105	\$25,000.00
5100.2055.0000	Fellowship	25.52	1,252.86	80	1,700.00
5100.2060.0000	Card Ministry	0.00	10.00	11	100.00
5100.2063.0000	Bereavement Team	0.00	11.33	2	750.00
5100.2070.0000	Stephen Ministry	0.00	258.43	62	450.00
	Congregational Care Expense	\$25.52	\$1,532.62	56	\$3,000.00
5100.3000.0000	Equipment/	0.00	0.00	0	750.00
5100.3001.0000	Supplies	0.00	248.10	14	2,000.00
5100.3003.0000	DCE Conferences	0.00	0.00	0	1,250.00
5100.3005.0000	Curriculum	27.48	1,477.39	50	3,200.00
5100.3006.0000	Background_ Checks	30.00	132.85*	151	100.00
5100.3010.0000	Library	0.00	0.00	0	200.00
5100.3013.0000	First Fridays	290.00	1,026.00	75	1,500.00
5100.3014.0000	MOPS	357.33	1,622.72	98	1,800.00
5100.3015.0000	Vacation Bible School Exp.	0.00	8,511.97*	244	3,800.00
5100.3022.0000	Nursery	0.00	0.00	0	300.00
5100.3040.0000	MS Ministry	0.00	219.30	34	700.00
5100.3041.0000	HS Ministry	0.00	219.29	47	500.00
5100.3042.0000	Confirmation	0.00	0.00	0	300.00
5100.3043.0000	Children's Ministry	46.22	4,356.61*	396	1,200.00
5100.3045.0000	Publicity/Promotion	0.00	167.14	10	1,800.00
	Education Expense	\$751.03	\$17,981.37	101	\$19,400.00
5100.3505.0000	New Visitor Materials	0.00	451.00	98	500.00
5100.3525.0000	Evangelism Materials	0.00	467.75*	101	500.00
5100.3531.0000	Evangelistic Events	0.00	0.00	0	500.00
5100.3540.0000	Living Nativity	0.00	0.00	0	3,000.00
	Evangelism Expense	\$0.00	\$918.75	22	\$4,500.00
5100.4000.0000	Building Maintenance	875.00	8,356.87*	114	8,000.00
5100.4001.0000	HVAC Maintenance	188.75	188.75	3	7,000.00
5100.4005.0000	Van Ops/Maint	0.00	0.00		
5100.4010.0000	Exterminating Service	0.00	1,893.00*	103	2,000.00

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of November 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4015.0000	Fire & Safety System Maint.	0.00	1,251.60	68	2,000.00
5100.4020.0000	Grounds Maintenance	1,120.00	13,429.95*	147	10,000.00
5100.4025.0000	Supplies & Cleaning Materials	211.96	2,584.16	71	4,000.00
5100.4030.0000	Kitchen Maintenance	131.75	1,416.25	77	2,000.00
5100.4035.0000	Vending Machines	0.00	0.00		
5100.4050.0000	Electricity	1,244.61	21,755.29	95	25,000.00
5100.4055.0000	Gas	231.38	7,223.86	79	10,000.00
5100.4060.0000	Water & Sewer	732.86	8,094.38	88	10,000.00
5100.4065.0000	Refuse Collection	216.24	2,610.33*	142	2,000.00
	Property Expense	\$4,952.55	\$68,804.44	92	\$82,000.00
5100.4080.0000	Payroll Preparation	68.81	811.34	84	1,050.00
5100.4082.0000	Bank Fees	40.67	600.70*	119	550.00
5100.4086.0000	Audit Fees	0.00	0.00	0	1,400.00
	Stewardship Expense	\$109.48	\$1,412.04	51	\$3,000.00
5100.4101.0000	Church Develop - Limete	0.00	375.00	81	500.00
5100.4110.0000	Mission Giving	0.00	26,250.00	82	35,000.00
5100.4120.0000	Theological Education Fund	0.00	750.00	82	1,000.00
5100.4121.0000	Field Missionary Support	0.00	0.00		
5100.4122.0000	Congo Maternity Hospital	0.00	375.00	81	500.00
5100.4123.0000	Congo-Mark Shreiber School	0.00	375.00	81	500.00
5100.4125.1000	Ticul Scholarship & Staff	0.00	0.00		
5100.4125.2000	Ticul - Material	0.00	0.00	0	500.00
5100.4125.5000	Youth - Mission Trips- 1/3	0.00	0.00		
5100.4128.0000	Disaster Response	0.00	0.00	0	500.00
5100.4130.0000	Massanetta support	0.00	500.00*	108	500.00
5100.4132.0000	Miscellaneous expenses	0.00	108.11	23	500.00
5100.4134.0000	Clean Water Project	0.00	5,859.90	91	7,000.00
5100.4135.0000	Mogodeshu Hospital	0.00	375.00	81	500.00
	Witness/Global Mission	\$0.00	\$34,968.01	81	\$47,000.00
5100.4200.0000	Special Music Programs	99.74	1,864.93	82	2,500.00
5100.4205.0000	Music Literature(all sevices	27.00	973.67*	107	1,000.00
5100.4215.0000	Robe Maintenance/Cleaning	0.00	378.60	46	900.00
5100.4220.0000	Workshops/Memberships/licensing	0.00	2,744.93*	213	1,400.00
5100.4225.0000	Substitute Organist	0.00	950.00	65	1,600.00
5100.4230.0000	Music/Pulpit Honoraria	0.00	98.38	11	1,000.00
5100.4232.0000	Section Leaders	930.00	10,085.00*	104	10,600.00

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of November 2018 for General Fund

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Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget
5100.4236.0000	Seasonal Decor	75.00	75.00	21	400.00
5100.4240.0000	Usher Supplies/Cleaning	366.00	745.75*	205	400.00
5100.4245.0000	Communion Supplies	0.00	64.52	23	300.00
5100.4250.0000	Supplies/Equipment	138.99	459.41	59	850.00
5100.4251.0000	Children's Choir Supplies	0.00	194.13	35	600.00
5100.4255.0000	Keyboard Instr. Maintenance	0.00	111.80	14	900.00
5100.4260.0000	Audio/Visual	0.00	201.99	44	500.00
5100.4265.0000	Handbell Maintenance	0.00	0.00		
5100.4270.0000	Praise Team Drummer	270.00	3,225.00*	135	2,600.00
	Worship Expense	\$1,906.73	\$22,173.11	95	\$25,550.00
	Total Expenses	\$54,537.70	\$599,983.11	88	\$743,795.00
	Difference	\$24,956.00	\$11,468.28		\$0.00

* = Income/Expense exceeds amount budgeted to date

Enclosure (3): Church Policy and Procedure Reviews

The below table contains the policies and procedures currently in effect in Bayside Presbyterian Church. Note that there is a distinct difference between a policy and a set of procedures. Policies reflect Session or Corporation directed processes. Procedures are written where guidelines only are required to maintain awareness of a routine process that may from time to time be changed, for example Food Pantry or Lay Reader Procedures. Policies and procedures both serve as the approved processes for conduct events within the church and provide guidance for the church officers, Ministries, congregation members as well as non-members in the conduct of routine business or events in our church. These documents are currently available on the church website or in hard copy in the office for reference.

All policies and procedures are approved by the Session. Regardless of the current content, the existing policies are the approved versions and must be kept current if they are to be of value. If they are thought to be out of date, the policy and any decision recommended that is not in accordance with the policy must be approved by the Session as “an exception to policy”. When updating a policy, the final draft should be reviewed by the Ministry and other involved congregation members by way of email correspondence or at a Ministry meeting. The final policy will be presented to the Session for approval.

While a policy may not be able to address every possible situation, it should be encompassing for normal operations in the church. Exceptions to policy, anticipated that they will be kept to a minimum, must be addressed and approved by the Session. A statement regarding the process for requesting an exception to policy should be included at the end of every policy document.

Each of the below policy or procedure reviews should be included as a standing agenda item for each Ministry meeting until they are current. The status of the reviews should be included in the monthly Ministry minutes.

Responsible Ministry	Policy or Procedure Name	Current Version	Comments / Updates since last month in Red
Admin Support	Personnel Policies & Procedures	2017	
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2016	
Admin Support	Child and Youth Protection Policy	2017	
Christian Education	Library Procedures	2015	
Christian Education	Transportation Policy	2015	
Community Service	Food Pantry Procedures	2015	
Congregational Care	Bereavement Reception Procedures	2016	
Congregational Care	Visitation/Shepherding Program Procedures	New	
Congregational Care	Active Membership Policy	2016	
Property	Building Use Policy	2010	Requires alignment with the new Stewardship/Fundraising policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship and Fundraising Policy	2016	
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Terms of the Endowment Fund and Endowment Committee	2015	
Stewardship	Corporate By-Laws	2013	
Stewardship	Credit Card Points Usage Policy	2016	
Stewardship	Priorities Plan – 2020 Vision	2017	
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	Update in progress based on August wedding experience
Worship	Lay Reader Guidelines	2015	

Facility Use Policy

**Bayside Presbyterian Church
Virginia Beach, Virginia**

December 2018

Bayside Presbyterian Church Facility Use Policy

Bayside Presbyterian Church facilities may be used to support community activities so long as these activities are in keeping with the spirit and intent of the ministry of the church. Specific policy guidance governs the use of the facilities for the most commonly requested functions such as weddings and funerals. Copies of these policies are maintained in the church office. In the absence of a specific function policy the following guidelines will apply.

General Policy

Hours of availability:

Normal Business Hours - 9:00 AM - 5:00 PM Monday through Friday

After Hours: 5:00 - 9:30 PM (M-F) & 9:00 AM - 9:30 PM (Sat)

Sunday - Not Available

Requests for use of the facilities by organizations, groups, or individuals not commonly supervised by Session shall be submitted in writing utilizing the form provided at Attachment 1.

Requests must be delivered to the Church Office a minimum of 30 days prior to the date requested, or 45~60 days for requests requiring Session approval.

The Church Secretary, will review the request for calendar and space availability, and pass the request with recommendation to the Building Superintendent, who will review for physical facility capability and then make recommendation to the appropriate approval authority.

In general, requests may be approved by the Pastor (Head of Staff), Associate Pastor, or Property Moderator.

Special requests such as:

- Long-term, recurring meetings/events;
- Any event involving any type of fund raising; or
- Requests to deviate from specific restrictions should be forwarded to Session for review and final determination.

Upon final determination, the Church Secretary will be advised, who will then notify the requesting party. If approved, the Secretary will coordinate with the Building Superintendent, as needed for facility assignment and scheduling.

Basic requests to use facilities for one-time events by church members may be coordinated directly with the Church Secretary and Building Superintendent without formal written request.

The Point of Contact (POC) for the request is responsible for ensuring that all guidelines are met and that at the completion of the function, the facility is clean and secure. Failure to follow the Church's guidelines/policies may result in loss of privileges. Costs associated with cleaning and/or repairs due to failure to meet the requirements of this policy may be billed directly to the POC and/or the organization represented.

Bayside Presbyterian Church Facility Use Policy

Specific Restrictions

- Under no circumstances may the maximum capacity of any room be exceeded. The facility has several rooms of various sizes. However, the largest space (Fellowship Hall) has a max capacity of 180 people.
- Alcoholic beverages shall not be served/consumed on church property without Session approval.
- Bayside Presbyterian Church is a “Smoke Free” facility.
- Church facilities shall not be used to support general business activities where traditional buyer/seller relationships exist for the purpose of conducting for-profit business. However, a commercial business may request to use church facilities in order to support a non-profit cause. In such case, any marketing materials used to advertise the activity must emphasize the “cause” and minimize attention of the sponsor.
- Games of chance are prohibited, unless approved by Session.
- Activity/event decorations, if utilized, will be the responsibility of the organization hosting the event and shall not detract from the religious environment of Bayside Presbyterian Church. Specific restrictions may apply. Decorations shall be removed immediately following the event by the hosting organization so the church can prepare for follow-on activities.
- The church does not provide storage for recurring events.
- Political events are allowed, unless approved by Session.

Key Responsibility

For events approved for after-hours access to the facility, a \$50 cash deposit will be required prior to issuance of keys. Keys will be provided by the Building Superintendent and deposits will be maintained in the Treasurer’s office. Church keys are issued to an individual, who will be responsible for their safeguarding and timely return following the conclusion of the approved event/function/activity.

Key are not to be shared or turned over to any other persons. In the event of a personnel change, the key shall be returned and then re-issued once the paperwork has been updated.

Fundraising at Bayside Presbyterian Church

Any event involving fundraising will be considered by the Session on a case by case basis. General rules regarding fundraising activities are contained within the *Statement on Stewardship Policy as it relates to Special Fundraising Event* (adopted by Session on May 19, 1991).

Facility Donations

While the church does not normally charge fees for the use of its property, suitable donations to cover incurred expenses are expected. Questions regarding appropriate donations should be directed to the Church Secretary.

Facility Setup and Cleanliness

Many groups/organizations make use of the various facilities. Each group is responsible for the setup, break down and cleanliness of all spaces used as well as ensuring any equipment and furniture approved for use is stowed properly. The POC for each event will be responsible to the Church to ensure that all requirements are met.

Bayside Presbyterian Church Facility Use Policy

Spaces should be returned to their original condition immediately after the event to avoid conflict with other commitments. Please contact the Building Superintendent prior to the event if this could be a problem.

*** Exterior doors are not to be propped open under any circumstances.

Climate Control: Thermostats may be adjusted as needed within reason. In some rooms the thermostat is preprogrammed and may be activated by pushing the black override button on the thermostat, setting it to “occupied”. Please return any thermostat back to the temp it was at when you arrived.

Fellowship Hall: Arrange tables/chairs and needed equipment to accommodate the event. A/V requirements approved for the event will be coordinated with the Building Superintendent.

Kitchen: Must have been included in the original request and approved. Turn on exhaust fan prior to lighting oven/stove. There is a white “three ring” binder in the kitchen that has detailed instructions on the proper operation of all kitchen equipment.

- Wash and dry all dirty serving utensils/dishes and put away in proper place.
- Empty and rinse out coffee maker, carafes, ice tea servers and coolers.
- Wipe down sink, stove, counter and table tops, empty trash cans and replace liners.
- Sweep floor and mop if needed,
- Turn off the exhaust fan and lights, check stove to make sure all burners and oven are off.
- Do not leave leftover food or beverages in the refrigerator.
- Remove ALL personal items.

Meeting space/classrooms: These are used by many groups throughout the week. Groups using these rooms are responsible for leaving them in good order. Before leaving, please do the following:

- Tidy the room and store your materials, return tables and chairs to original location.
- Any spills or stains on carpet or furniture should be cleaned immediately, clean up spills, glue, paint, etc. from tables and floor, sweep floor and spot mop as needed.
- Erase any whiteboards/blackboards.
- Turn off fans/appliances
- Empty trash cans and replace liners, reset thermostats, close and lock all windows and turn off lights.
- Lock the door in the Children’s Wing.

Restrooms: Check for cleanliness, check all faucets and ensure all lights are out prior to leaving the building.

Please report anything that is not working properly, damaged or broken to the Property Ministry or the Church Office so that appropriate corrective action can be taken.

Bayside Presbyterian Church Facilities Request Form

***** Return completed form to the Church Office a minimum of 30 days (preferably 45) prior to date requested. Minimum of 45 days for requests requiring Session review.**

Bayside Presbyterian Church: 1400 Ewell Road Virginia Beach VA 23455
Phone: 460-1188 Email: bayside@baysidepresby.org

Specific restrictions may apply. Programs or special events may not be held until approved.

1. Point of Contact Information:

- a. Name: _____
- b. Phone: (primary)_____ (alt)_____
- c. E-mail: _____

2. Date(s) of event: _____ Time: _____ (including setup/cleanup)

3. Description and purpose of meeting or special event: (Be as specific as possible)

of people expected _____

4. Room(s) and services requested: (Be specific)

I certify that this event is NOT FOR PROFIT purposes and that the facility use policy/rules have been provided, reviewed and are understood. I understand that I am responsible for any damage resulting from the event and/or the participants, and agree to forfeit any deposit if I fail to return any keys checked out for this event. I understand the recommended donation policy.

Signature: _____ **Date:** _____

For Staff Use: Date Received: _____

Bayside Presbyterian Church Facilities Request Form

Review:

Church Admin (Availability) _____

Recommendation: _____

Building Superintendent _____

Recommendation: _____

Approved _____ Disapproved _____ by: _____

Signature _____

Scheduled _____

Keys: Deposit paid _____ Issued _____ Returned _____ Deposit refunded _____

Session Retreat

2019

Where 3100 Sandfiddler Rd. Virginia Beach, VA

When January 25-26, 2019

The retreat will begin with dinner on Friday at 6 pm. We will finish sometime after lunch on Saturday.

Why We will discuss some of the points in *Changing the Conversation chapters 1 & 2*, hear a brief report from Ed Spillman, watch “When God left the building”, discuss goals for 2019, and enjoy fellowship.

Cost \$125 each

Accommodations

We will host the retreat in the same location we used last year. The feedback from the elders was overwhelmingly positive. The house in Sandbridge can sleep 26 people. It has 11 bedrooms and 10 baths. So there is plenty of space, but it will mean sharing rooms for those spending the night. You have the option to go home and return for the remainder of the retreat. The cost is shared by all and it includes (lodging for those spending the night), meals (dinner, breakfast & lunch), and meeting space.

Payment Please make your check out to Bayside, note session retreat, and turn it in to me so I can keep track of who has paid.

Session retreat

2019 Tentative Schedule

Friday Night 6:30 dinner at Beach Embassy

7:30 Changing the Conversation & When God left the building

9:30 Fellowship---until

Saturday 8:30 Breakfast at Beach Embassy

9:15 Ed Spillman

10:00 Break

10:15 central focus for 2019

12:00 lunch at Beach Embassy

Closing Worship & Communion

Meals are being catered but I encourage you to bring a snack to share and perhaps a game to play during our fellowship time.

2019 Budget

Pledge Offering	578,038
Non-Pledge Offering	100,000
Visitor Offering	2,500
Loose Cash Offering	8,000
Envelope Offering	300
REGULAR OFFERING TOTAL	688,838
Interest/Investment Income	7,760
Overhead Donation (Preschool)	12,840
Soft Drinks/Coffee	300
Tenant Donations	9,000
Preschool DoMM Donation	2,400
Other Income Total	32,300
GF Rollover	23,296
TOTAL INCOME	744,434

2019 Budget Expenses

Admin Support	523,525
Community Service	25,000
Congregational Care	3,000
Christian Education	19,400
Evangelism	4,500
Property	90,759
Stewardship	3,000
Global Mission	48,000
Worship	27,250
TOTAL EXPENSES	744,434